**Retirement Party Committee**

**Meeting: 9/9/2013**

**Committee Members:**

Attending: Barb Blickle Janice Navarro

Mary Hauch Tammy Rosenberg

Dawn Jacobson Christy Zygowski

 Absent: Kristin Fritz and Jackie Kirt

**Note:** highlighted name = action needed.

**Date:**

1. Date is Sunday, December 15th.
2. **Dawn** to get a “Save the Date” into the announcements and Spirit – email to Jessica.

**Invitations:**

* 1. **Mary** will develop an invitation including a return response card. She will also test the new printer at church to see it that will work for printing the invitations. **NOTE:** Given the meal options we will need to include these on the response card with a spot to select the number choosing each meal selection. Per Jackie, this is the only way to have the right number of meals prepared.
	2. Goal is to mail invitations by October 15th
	3. Response and checks should be mailed back to attention of Dawn by November 15th. Checks should be made out to Church of the Resurrection. **Dawn** will create the response list including meal selection and tie out all $.
	4. **Dawn** to follow up with Cheryl to have money tracked separately and also to let Jessica know that envelops will be coming in and should be put in Dawn’s mail slot.
	5. Need an estimate of all costs/person to include on the invitation.

**Services (Sunday 8am, 9am and 11am):**

1. **Janice** will take the lead in organizing the special service.
2. There will be a short Children’s Christmas Program at the 9am and 11am services
3. The young Sunday school children will sing at the 9am and 11am services. **Janice** to discuss timing during the services.
4. Pastor and Amie will preach together at all services.
5. **Janice** will work with Dee (special song with the children), Revelation Band and the Choir to schedule music during the services. Suggested contacting Christy Finkle (?spelling) and John for songs, etc.
6. Retirement services include special prayer, music and special ending per Janice.
7. **Janice** will work with Jan Tresch regarding developing the special service program PowerPoint.
8. Luanne is the assisting minister on Dec 15th.
9. **Dawn** to follow up with Jane to see if there is something that Gretchen would like to do within the service.
10. **Janice** will invite the Bishop (if can’t attend maybe would send a special greeting to be read at the service)

**Brunch:**

1. Brunch will follow the 11am service and will be held in Fellowship Hall.
2. **Janice** will complete forms to reserve Fellowship Hall.
3. **Jackie and Christy** will lead the food and kitchen duties including organization of helpers, etc. THANK YOU BOTH!! This is a huge contribution. Dawn and Jackie met 9/11/13 for another reason and also discussed having the following options for meal selections:
	1. Parmesan garlic chicken breast
	2. Tomato basil boneless pork chop
	3. Baked Cod

All would have dinner salad at the table, rice pilaf, and dinner roll. Need dessert – Cake?

Dawn sent meal selections to Jane for opinion.

1. **Mary** will look into decorations. She had a good suggestion of small table poinsettias.
2. **Barb** will work on the photo video.
3. Will have 4-5 speakers after most are done with the meal. Tammy’s Father, Dr. Miritz, Janice and Luanne (Dawn confirmed that Luanne will do this).

 **NOTE:** Dori Rossmann would like to speak on behalf of the Youth.

1. The gift will be presented to Pastor and Jane after the last speaker. Need ideas for the gift.
2. Program needs to be developed. **Christy** will provide a special write up for the program regarding history for Pastor.
3. **Tammy** will organize “back-ground” music during the brunch time.